GSO ECCS
Electronic Conformity Certificate

User Manual 2.0

Document Revision	
Prepared By	GSO Technical Department
Date	July 5th 2010
Version	2.0
Audience	Manufacturers of Motor Vehicles and Tyres

Contents

Contents 2

Introduction 3

Conventions 4

Account Registration 4

- Registration Steps 5

Submit CCR to ECCS 10

- Submit CCR to ECCS: Online 10
- Submit CCR to ECCS: Offline 12
- Submit CCR to ECCS: Renew 13

Payment and Batch Creation 14

- Direct Transfer 14
- Online Payment 17
- Demand Invoice 19

Batches 21

Certificate Delivery 22

Introduction

GSO ECCS (GSO Electronic Conformity Certificate System) is an online System that automates GSO approval for conformity certificates of new Motor vehicles and tyres which are submitted by Motor Vehicles and Tyres Manufacturers all over the world.

This document is a user-guide that explains the steps required to obtain GSO Conformity Certificate for Motor Vehicles and Tyres using GSO ECCS (Electronic Conformity Certificate System) and all requirements during the completion of this process.

The process to obtain GSO Conformity Certificate is composed of the following steps

- Account Registration and validation
- Submit CCR to ECCS
    - Online
    - Offline
    - Renew
- Payment and Batch Creation
    - Direct Transfer
    - Demand Invoice
    - Online-Payment
- Inquire about batch status and Communicate with GSO.
- Download the approved Certificates from GSO website and print them on official letter head
- Send Approved Certificates to GSO by any courier
- GSO CAD stamp the certificate and send them back to the manufacturer
- Download E-Copy of the stamped Certificates.

GSO Provide also supporting facilities in the system to help the manufacturer during these steps, and this document will explain every step in details.

Conventions

For clarity, this document uses the following conventions when referring to user names, passwords, and other values that are specific to your environment

Convention	Description
ECCS	Electronic Conformity Certificate System
CCR	Conformity Certificate Request
CAD	GSO Conformity Department
Manufacturer	Motor Vehicle or Tyre Manufacturer
Batch	Set of certificates grouped together to be sent to GSO
RGCCA	Request for GSO Conformity Certificate Authentication
GSO Website	http://www.gso.org.sa
ECCS Website	http://eccs.gso.org.sa

Account Registration

Account Registration is the first step performed by the manufacturer to obtain GSO Conformity Certificate, in this step the manufacturer submit the company information to GSO and request for account validation from CAD, the company information should be accompanied with authorization letter from the manufacturer.

The authorization letter should state the authorization to obtain those GSO Conformity Certificates on behalf of the manufacturer, signed and stamped by the company management and to mention clearly the following:

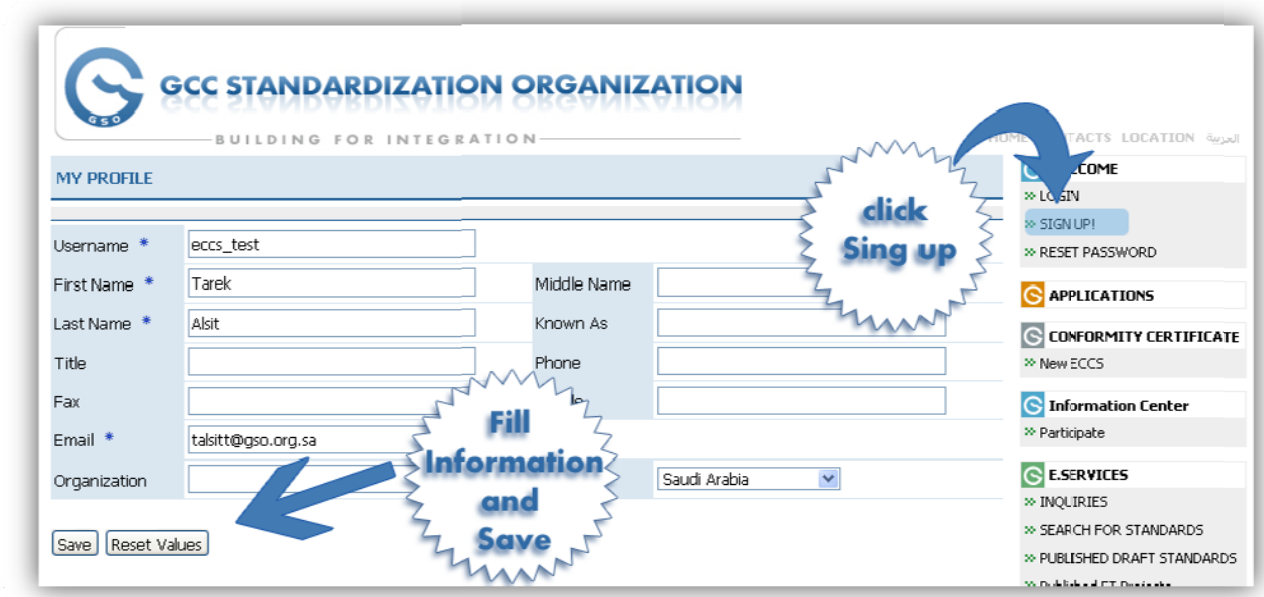
- The name of the authorized person
- The email address
- Full mail address
- Telephone and fax No

Registration Steps

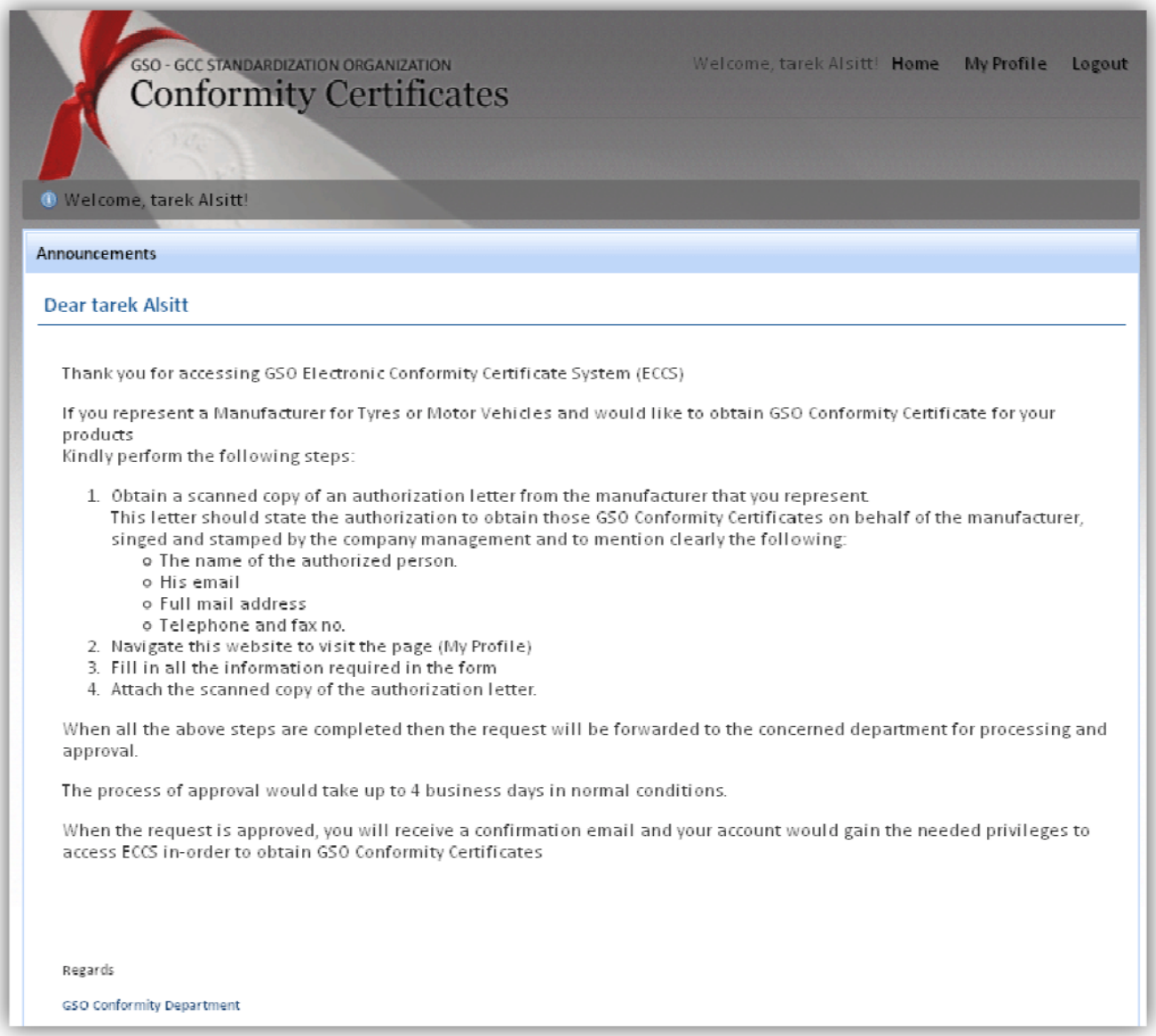
The following are the exact steps needed to register the manufacturer on ECCS

- Open GSO main website (http://www.gso.org.sa) Signup for a new username on GSO website

- Fill the Signup form with the required user information, the email that you type will be selected in all future notifications on the system, the required information are
    a. Username
    b. First Name
    c. Last Name
    d. Email Address
    e. Country (state the country at which the user is located)

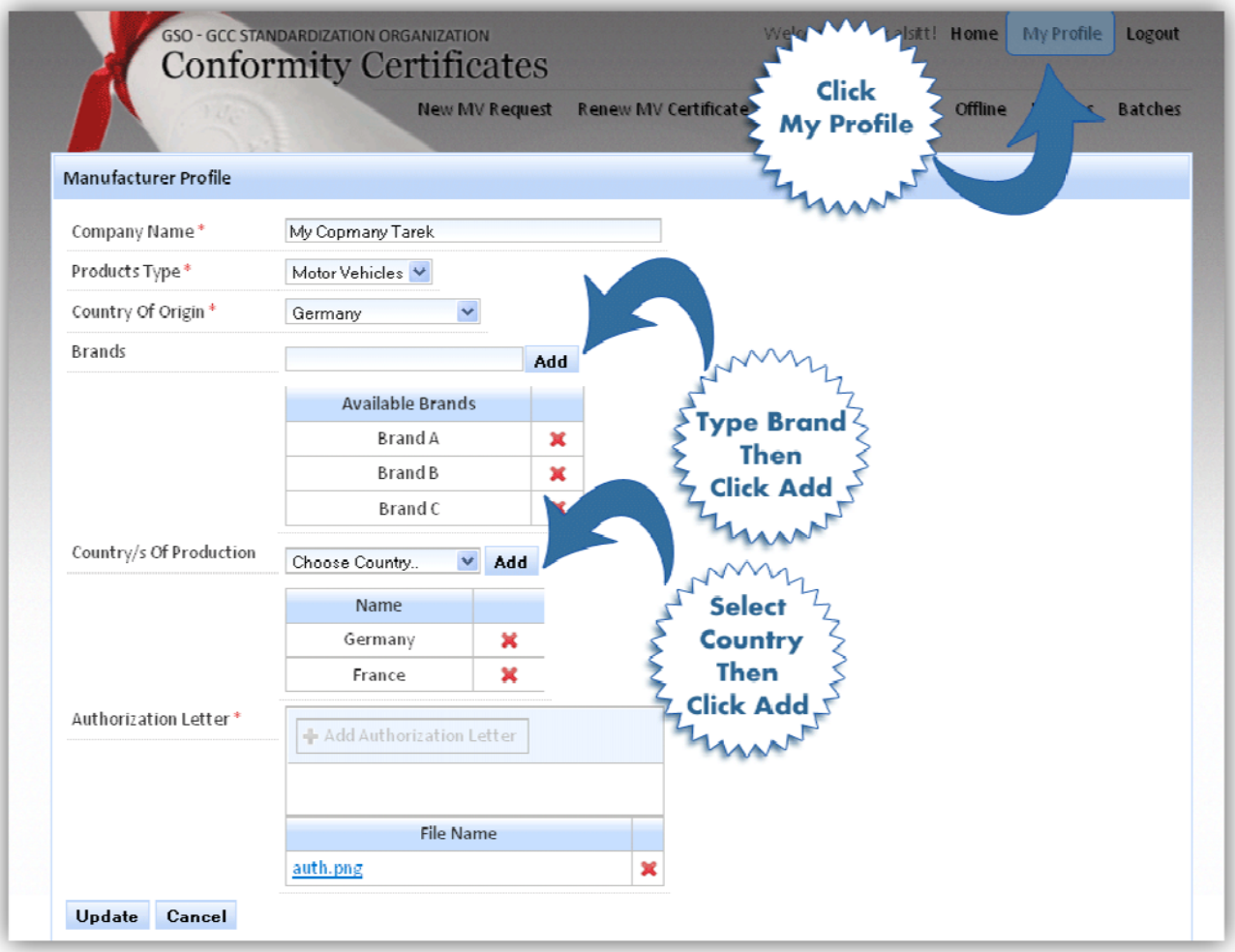

GCC STANDARDIZATION ORGANIZATION
BUILDING FOR INTEGRATION
MY PROFILE
Username *
eccs_test
First Name *
Tarek
Middle Name
Last Name *
Alsit
Known As
Title
Phone
Fax
Email *
talsitt@gso.org.sa
Organization
Saudi Arabia
Save
Reset Values
click Sing up
Fill Information and Save
SIGN UP!
RESET PASSWORD
APPLICATIONS
CONFORMITY CERTIFICATE
New ECCS
Information Center
Participate
E.SERVICES
INQUIRIES
SEARCH FOR STANDARDS
PUBLISHED DRAFT STANDARDS

- You will receive an email with the new username and password to the email address you typed in the signup form
- Open the new ECCS website either by typing the URL (http://eccs.gso.org.sa) or by click on (New ECCS) link on the main GSO website.
- Login to the new website (http://eccs.gso.org.sa) using the information sent to you by email, a welcome message will appear in the home page for the website as follows

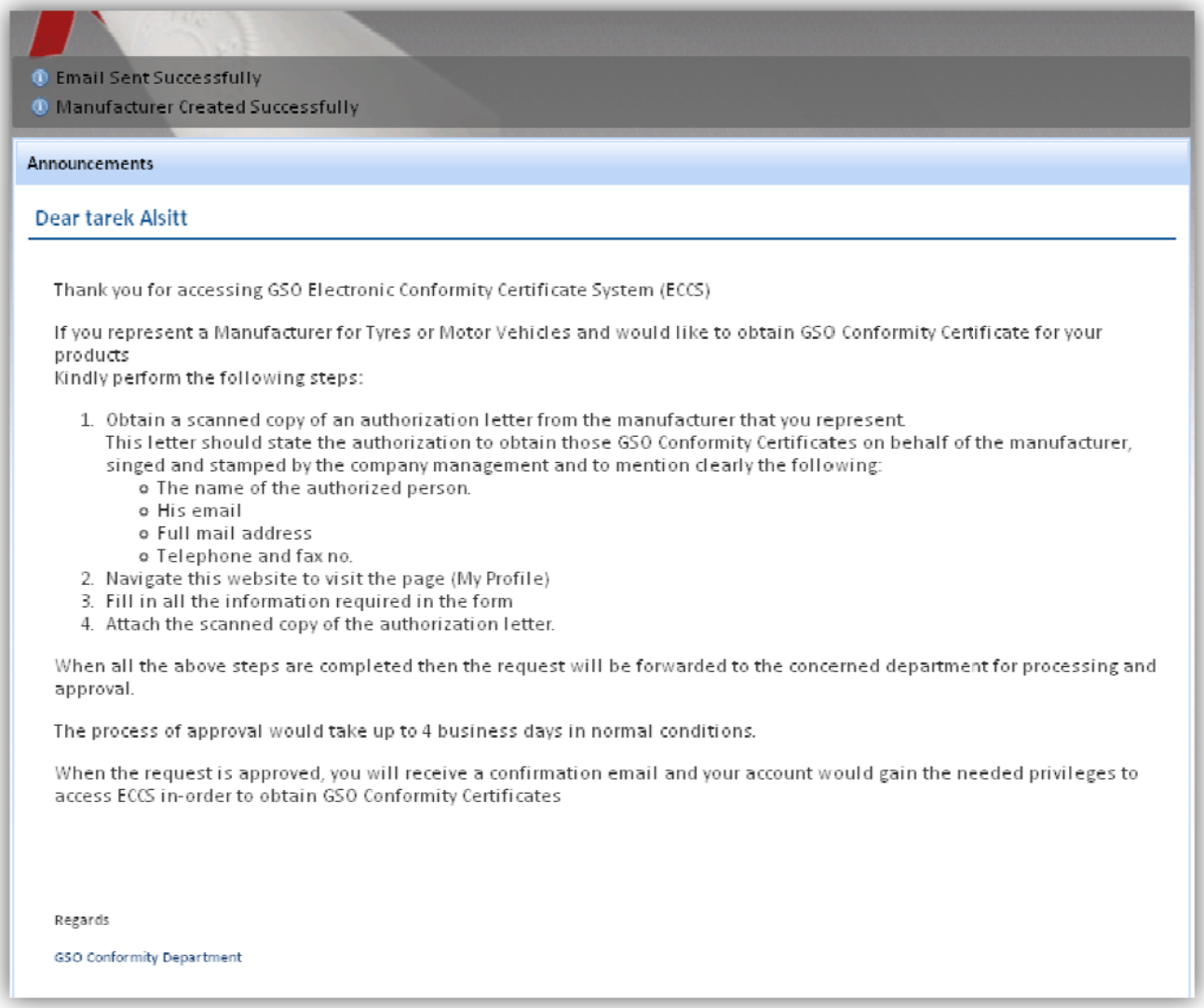

GSO - GCC STANDARDIZATION ORGANIZATION
Conformity Certificates
Welcome, tarek Alsitt! Home My Profile Logout
Welcome, tarek Alsitt!
Announcements
Dear tarek Alsitt
Thank you for accessing GSO Electronic Conformity Certificate System (ECCS)
If you represent a Manufacturer for Tyres or Motor Vehicles and would like to obtain GSO Conformity Certificate for your products
Kindly perform the following steps:
1. Obtain a scanned copy of an authorization letter from the manufacturer that you represent.
This letter should state the authorization to obtain those GSO Conformity Certificates on behalf of the manufacturer, singed and stamped by the company management and to mention clearly the following:
o The name of the authorized person.
o His email
o Full mail address
o Telephone and fax no.
2. Navigate this website to visit the page (My Profile)
3. Fill in all the information required in the form
4. Attach the scanned copy of the authorization letter.
When all the above steps are completed then the request will be forwarded to the concerned department for processing and approval.
The process of approval would take up to 4 business days in normal conditions.
When the request is approved, you will receive a confirmation email and your account would gain the needed privileges to access ECCS in-order to obtain GSO Conformity Certificates
Regards
GSO Conformity Department

***Tip** : The home page displays the announcements sent by the new ECCS and GSO CAD (only the latest 3 announcements are displayed).*

- Click on My profile and fill-up the Manufacturer registration form, all the information are required and are as follows:
    a. Company Name: The name of Manufacturer as required on the certificate, This value can't be changed after it's approved.
    b. Product Type: Either Motor Vehicle or Tyres, this will affect the behavior of the system and all forms and search engines in the system.
    c. Country of origin: State the country of origin for the product (Ex: Toyota Country of origin is Japan)
    d. Brands: all the brands that are produced by the manufacturer and need to obtain GSO Conformity Certificate for them, Type the brand name and then click (Add) button, if the add button is not clicked then the brand is not added to the profile.
    e. Countries of Production: The countries on which the products are produced (usually more than one country of production for the same product) choose the country and then click on the (Add) button, so the list of countries of production should contain the selected country
    f. Authorization Letter: a doc ,pdf or image file should be uploaded to as an authorization letter.



- When all previous information are entered then click on Save, and you will find an announcement shown on the home page it states that the manufacturer created and request is sent to CAD as follows:


Email Sent Successfully
Manufacturer Created Successfully
Announcements
Dear tarek Alsitt
Thank you for accessing GSO Electronic Conformity Certificate System (ECCS)
If you represent a Manufacturer for Tyres or Motor Vehicles and would like to obtain GSO Conformity Certificate for your products
Kindly perform the following steps:
1. Obtain a scanned copy of an authorization letter from the manufacturer that you represent
This letter should state the authorization to obtain those GSO Conformity Certificates on behalf of the manufacturer, singed and stamped by the company management and to mention clearly the following:
o The name of the authorized person.
o His email
o Full mail address
o Telephone and fax no.
2. Navigate this website to visit the page (My Profile)
3. Fill in all the information required in the form
4. Attach the scanned copy of the authorization letter.
When all the above steps are completed then the request will be forwarded to the concerned department for processing and approval.
The process of approval would take up to 4 business days in normal conditions.
When the request is approved, you will receive a confirmation email and your account would gain the needed privileges to access ECCS in-order to obtain GSO Conformity Certificates
Regards
GSO Conformity Department

- When the Account is verified by GSO CAD you will receive an email notification that your account is activated and can be used to submit Conformity Certificates.

Submit CCR to ECCS

Submit CCR is the second step in the process of obtaining GSO Conformity Certificate. The manufacturer has the following approaches to submit the CCR to the ECCS

- Online
  - Motor Vehicle link: New MV Request
  - Tyre Link: (New Tyre Request: Passenger Commercial Spare)
- Offline (Offline)
- Renew
  - Motor Vehicle Link: Renew MV Certificate
  - Tyre Link: Renew

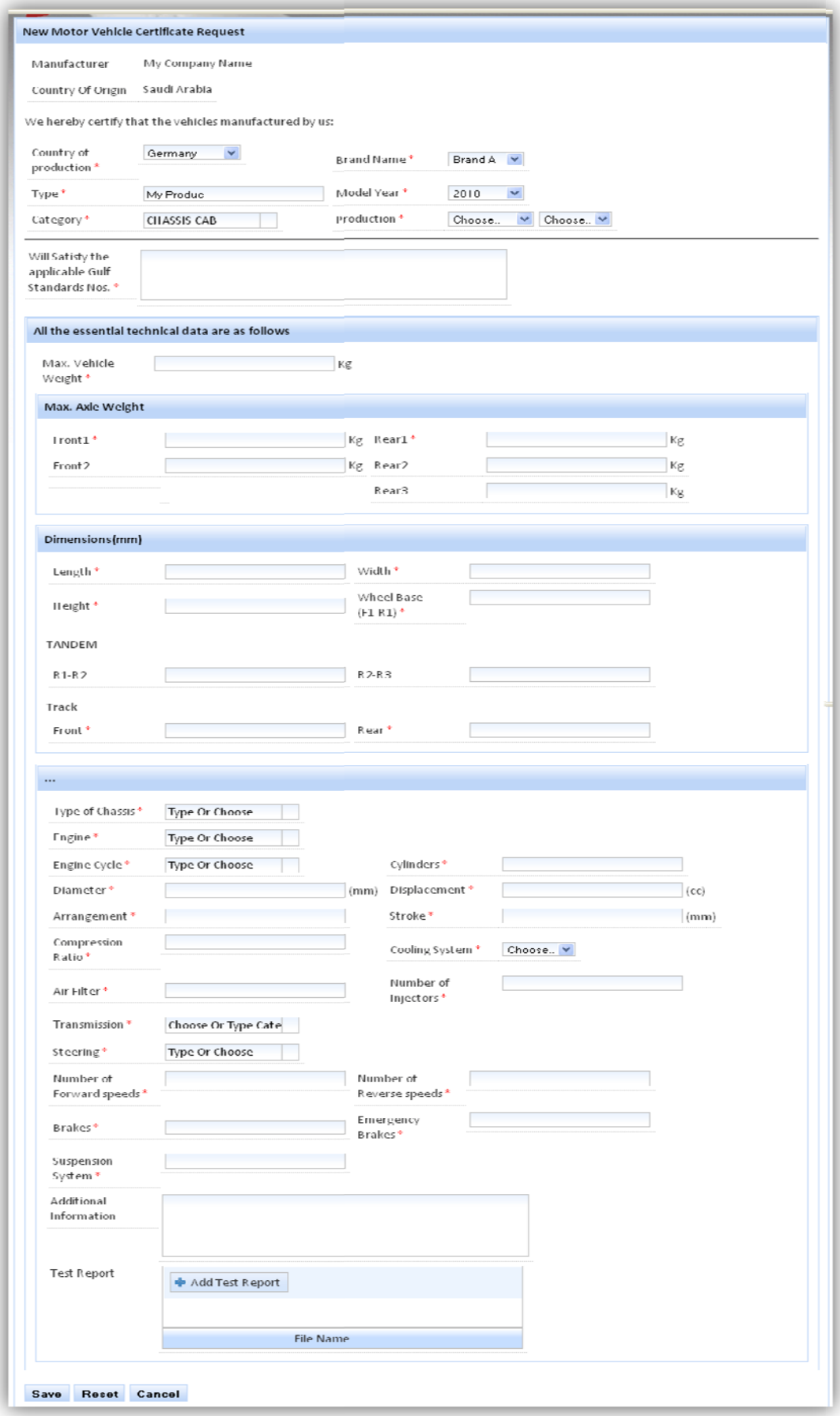
All previous approaches give the same result and save the certificate requests in the same repository so they can process for the next step.

Submit CCR to ECCS: Online

This approach allow the manufacturer to submit the certificates to the website using the online mode, simply fill the electronic form available on the website (link names are mentioned above).

The system restrict some fields to be mandatory since the certificate will be rejected if one of these values are missing, and some data type validation is also required, the form will immediately inform the user who is performing the data entry if any error in the data takes place.

> ***Note: (Motor Vehicle)*** *Some of the fields are put in a list to guide the manufacturer while setting the data, but if the data is not available in the list then you can simply type the value that meets your certificate information.*


New Motor Vehicle Certificate Request
Manufacturer
My Company Name
Country Of Origin
Saudi Arabia
We hereby certify that the vehicles manufactured by us:
Country of production *
Germany
Brand Name *
Brand A
Type *
My Produc
Model Year *
2010
Category *
CHASSIS CAB
Production *
Choose..
Choose..
Will Satisfy the applicable Gulf Standards Nos. *
All the essential technical data are as follows
Max. Vehicle Weight *
Kg
Max. Axle Weight
Front1 *
Kg
Rear1 *
Kg
Front2
Kg
Rear2
Kg
Rear3
Kg
Dimensions(mm)
Length *
Width *
Height *
Wheel Base (F1 R1) *
TANDEM
R1-R2
R2-R3
Track
Front *
Rear *
...
Type of Chassis *
Type Or Choose
Engine *
Type Or Choose
Engine Cycle *
Type Or Choose
Cylinders *
Diameter *
(mm)
Displacement *
(cc)
Arrangement *
Stroke *
(mm)
Compression Ratio *
Cooling System *
Choose..
Air Filter *
Number of Injectors *
Transmission *
Choose Or Type Cate
Steering *
Type Or Choose
Number of Forward speeds *
Number of Reverse speeds *
Brakes *
Emergency Brakes *
Suspension System *
Additional Information
Test Report
Add Test Report
File Name
Save
Reset
Cancel

Submit CCR to ECCS: Offline

This approach allows Manufacturer to fill the certificate form using adobe Reader without the need to access the internet while filling the form. This approach is preferred when the data-entry employee doesn't have internet access or when there are multiple levels of auditing before submitting the certificate to the website.

The Offline mode follows a versioning system, that means the manufacturer has to match the version number on the website with version number of the form filled.

Ex: if the current version on the website is VR.2.0 then the certificate form need to be uploaded should be VR 2.0, you simply can achieve this by always downloading the latest version of the offline form document from the ECCS website. Usually new versions of the Offline will not be posted by GSO unless there is a considerable modification in the form content, and the manufacturer will be given a proper time to upload the certificate with to the system using the old version to avoid duplicate form filling by the manufacturer.

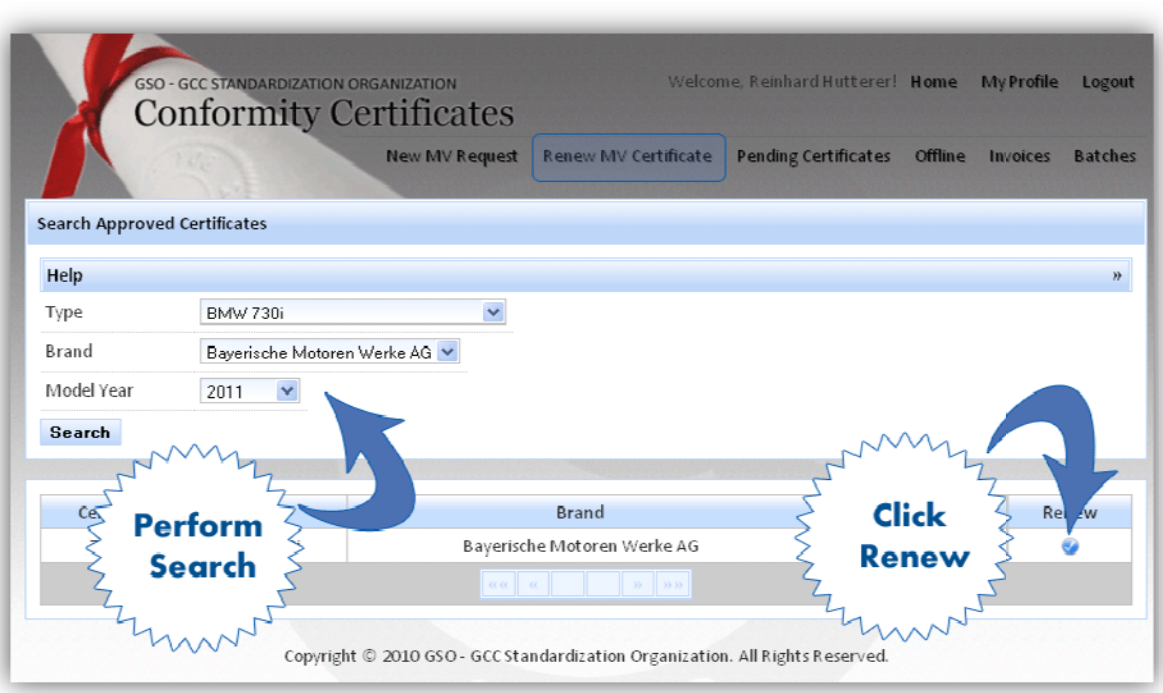
To obtain the latest version of the offline form click on (offline) link on the ECCS website and use the link inside the page related to your product.

GSO - GCC STANDARDIZATION ORGANIZATION
Conformity Certificates
Welcome, Tarek Alsitt! Home My Profile Logout
New MV Request Renew MV Certificate Pending Certificates Offline Invoices Batches
Download Offline PDF Forms
Vehicle CCR Form VR.2.0
Download The Latest Version
Upload Offline Forms
CCR *
Browse...
Test
Browse...
Upload
Copyright © 2010 GSO - GCC Standardization Organization. All Rights Reserved.

After you successfully complete filling the offline-form click, upload the certificate to the website in the same (offline) page by selecting the CCR and Test Report (if test report is required needed) and then click on upload.

Submit CCR to ECCS: Renew

This approach enables the manufacturer to benefit from the previously submitted Certificates (Requests), The Manufacturer can simply search for the appropriate Certificate and then click on the ( ) button and the certificate form will be filled with the same information from the selected certificate, so the manufacturer would only perform slight changes on the new CCR information and then submit it as a new Request, and this will not affect the old certificate.



Payment and Batch Creation

Certificates should be submitted to GSO Conformity Department as BATCHES, each batch should contain the following:

- RGCCA: **R**equest for **G**SO **C**onformity **C**ertificate **A**uthentication, this letter should be stamped and signed by the manufacturer management, and contains an information about the batch submitted
    - Company Name
    - Number of Certificates submitted in the batch
    - Certificates Numbers

  This document is uploaded by the manufacturer when the batch is being created.
- Payment Proof (Direct Transfer)
- List of certificates that are submitted
  This List is selected when the batch is created

Payment could be achieved by the following approaches:

- Direct Transfer
- Online-Payment

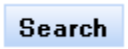
For both payment types you can perform the operation directly or using the Demand Invoice option, the following is an explanation for the steps required to compete the payment.

Direct Transfer

Direct Transfer indicates that the manufacture will deposit in GSO Bank Account the exact number of the fees of the batch certificates, and the manufacturer would consider that transfer charges should be covered by him not by GSO, (the net amount of the transfer should match the fees for the batch certificates).

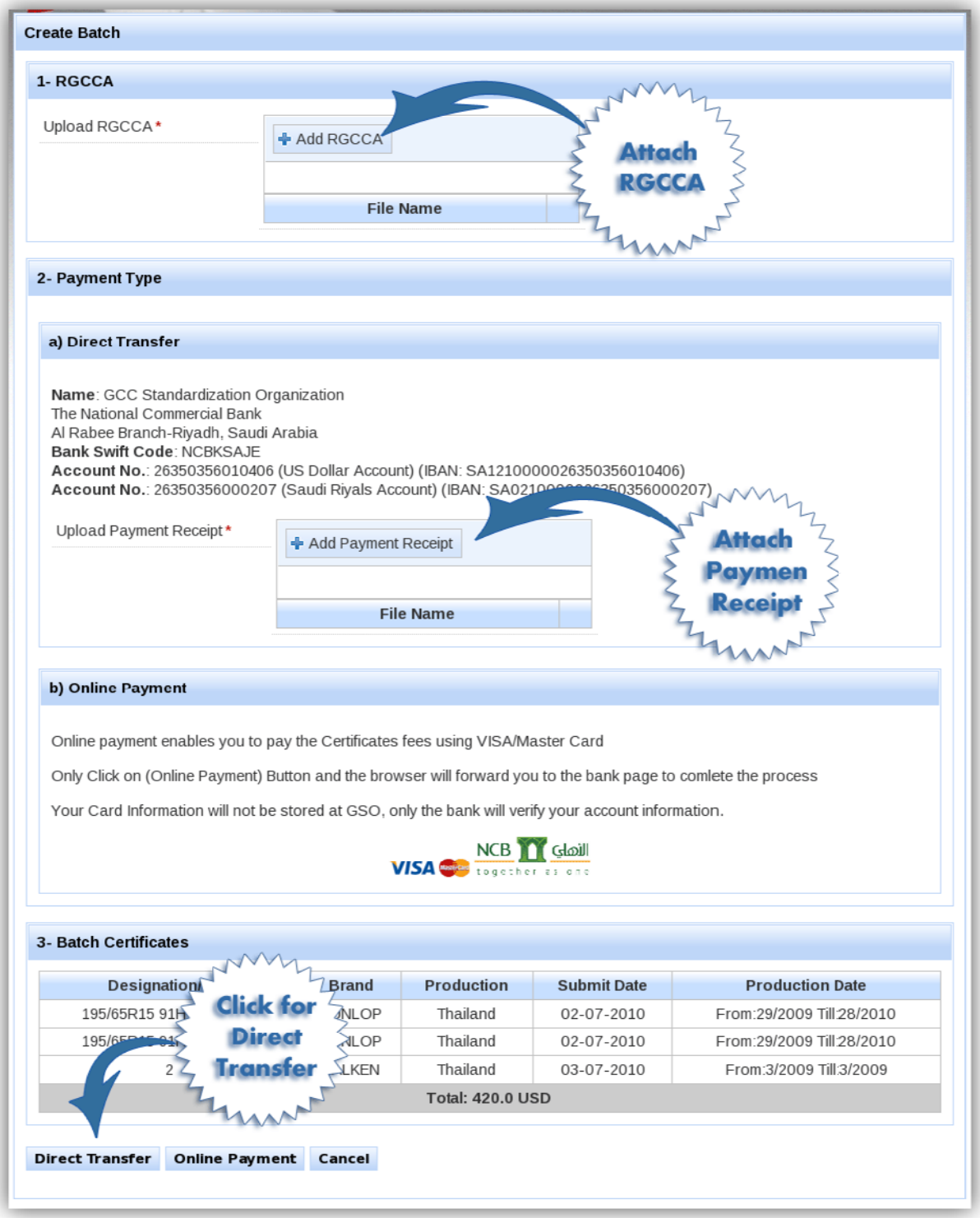
When the manufacturer deposits the amount in GSO account he needs to obtain a scanned copy of the payment receipt to use it latter in GSO ECCS.

The following steps should be performed by the manufacturer in order to complete the batch creation using GSO ECCS

- Click on Pending Certificates on the menu
- Click on () button or ( ) button to view the certificates that are created using (Online, Offline or Renew modes)
- Select the certificates needed to be grouped as a batch
- Click on Create Batch

GSO - GCC STANDARDIZATION ORGANIZATION
Conformity Certificates
Welcome, tarek alsitt! Home My Profile Logout
New Tyre Request: Passenger Commercial Spare | Renew Certificates Offline Invoices Batches
Pending Certificates
Country Of Production ALL
Brand ALL
Designation/Size
Search View All Cance
Click View All OR Perform Search
Result
How to proceed
Create Batch Create Demand Invoice
SEQ Designation/Size Brand Production Submit Date All None Action
1 27-06-2010 From
2 27-06-2010 From
Create Batch or Demand Invoice
Select Certificates to combine them to batch
Copyright © 2010 GSO - GCC Standardization Organization. All Rights Reserved.

- Attach RGCCA
- Attach Payment Receipt
- Click on (**Direct Transfer**) Button



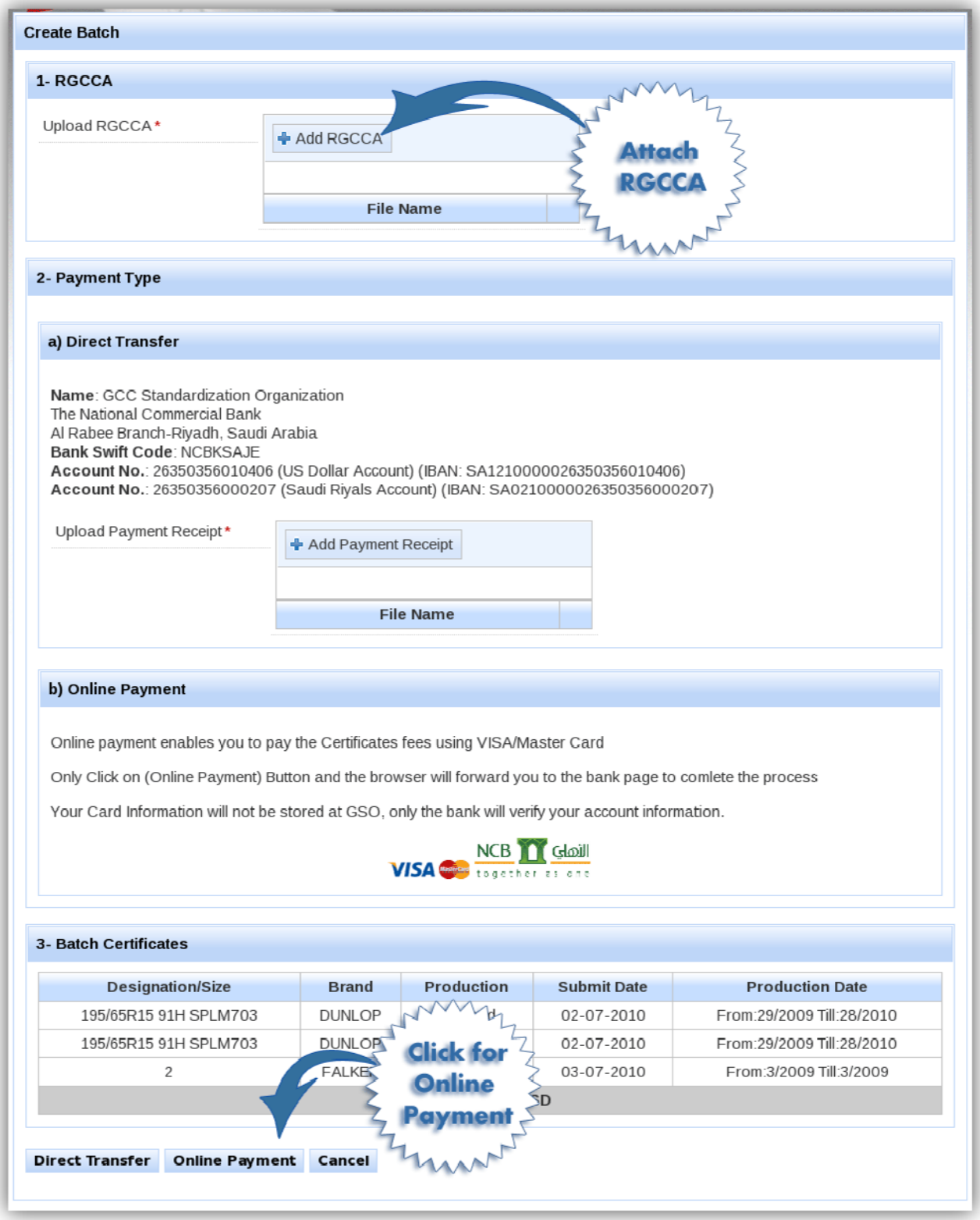
Online Payment

Online payment enables the manufacturer to pay for the batch certificates fees using VISA/Master Card instead of direct transfer, the same process for creating the batch using the direct transfer applies in the online-payment as follows

- Click on Pending Certificates on the menu
- Click on (Search) button or (View All) button to view the certificates that are created using (Online, Offline or Renew modes)
- Select the certificates needed to be grouped as a batch
- Click on Create Batch

GSO - GCC STANDARDIZATION ORGANIZATION
Conformity Certificates
Welcome, tarek alsitt! Home My Profile Logout
New Tyre Request: Passenger Commercial Spare | Renew Certificates Offline Invoices Batches
Pending Certificates
Country Of Production ALL
Brand ALL
Designation/Size
Search View All Cance
Click View All OR Perform Search
Result
How to proceed
Create Batch Create Demand Invoice
SEQ Designation/Size Brand Production Submit Date All None Action
1 27-06-2010
2 27-06-2010
Create Batch or Demand Invoice
Select Certificates to combine them to batch
Copyright © 2010 GSO - GCC Standardization Organization. All Rights Reserved.

- Attach RGCCA
- Click on (**Online Payment**) Button



Demand Invoice

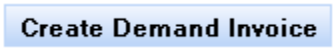
This approach is used when the manufacturer need a demand invoice for financial processing at their side. The process of creating a batch from a demand invoice is similar to the process of creating a batch using the direct transfer; the only differences between those two approaches can be summarized as follows:

- Demand Invoice stage is considered a middle stage and needs a second step to complete the batch creation.
- Demand Invoice locks the certificate into a middle stage , and so the certificate linked to a demand invoice will no longer be visible under the link (pending certificates)
- When Manufacturer financial process is finished the payment is ready, the manufacturer has to view link (Invoices) to proceed with the batch creation starting from the demand invoice created.

To create a demand invoice the manufacturer need to perform the following steps:

- Click on Pending Certificates on the menu
- Click on (

) button or (

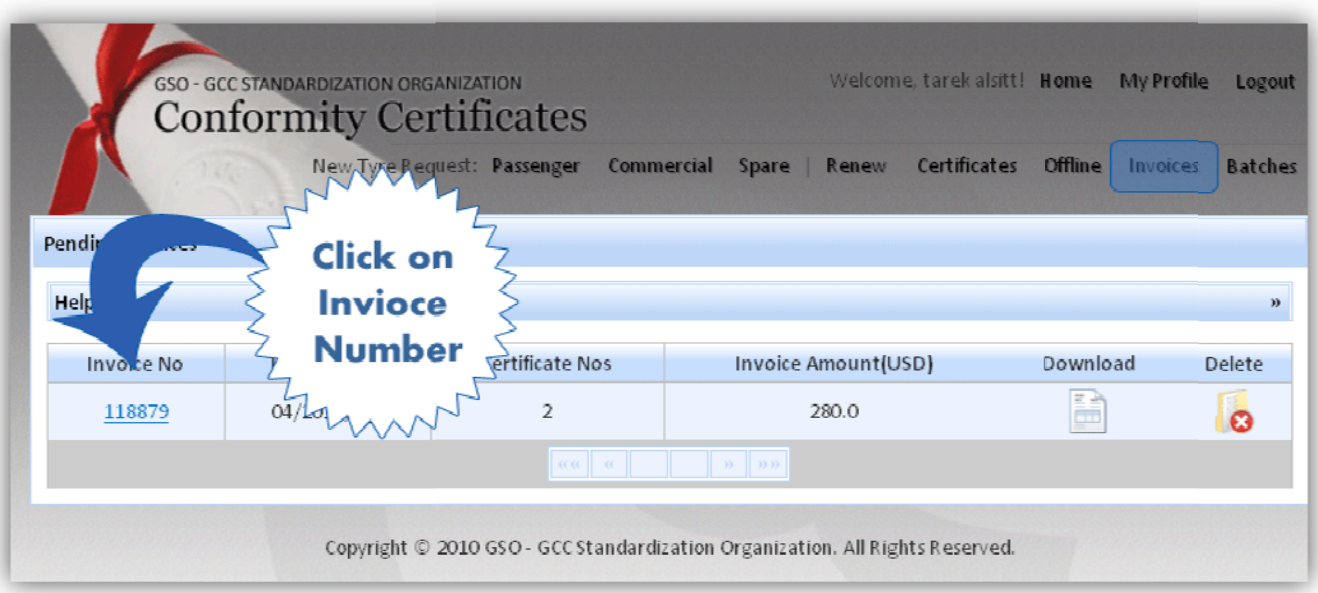
) button to view the certificates that are created using (Online, Offline or Renew modes)
- Select the certificates needed to be grouped as a batch.
- Click on (

) Button

The Browser will open a PDF document which the demand invoice for that batch

Once the payment transfer is completed by the manufacturer then need to perform the following steps in-order to complete the batch creation

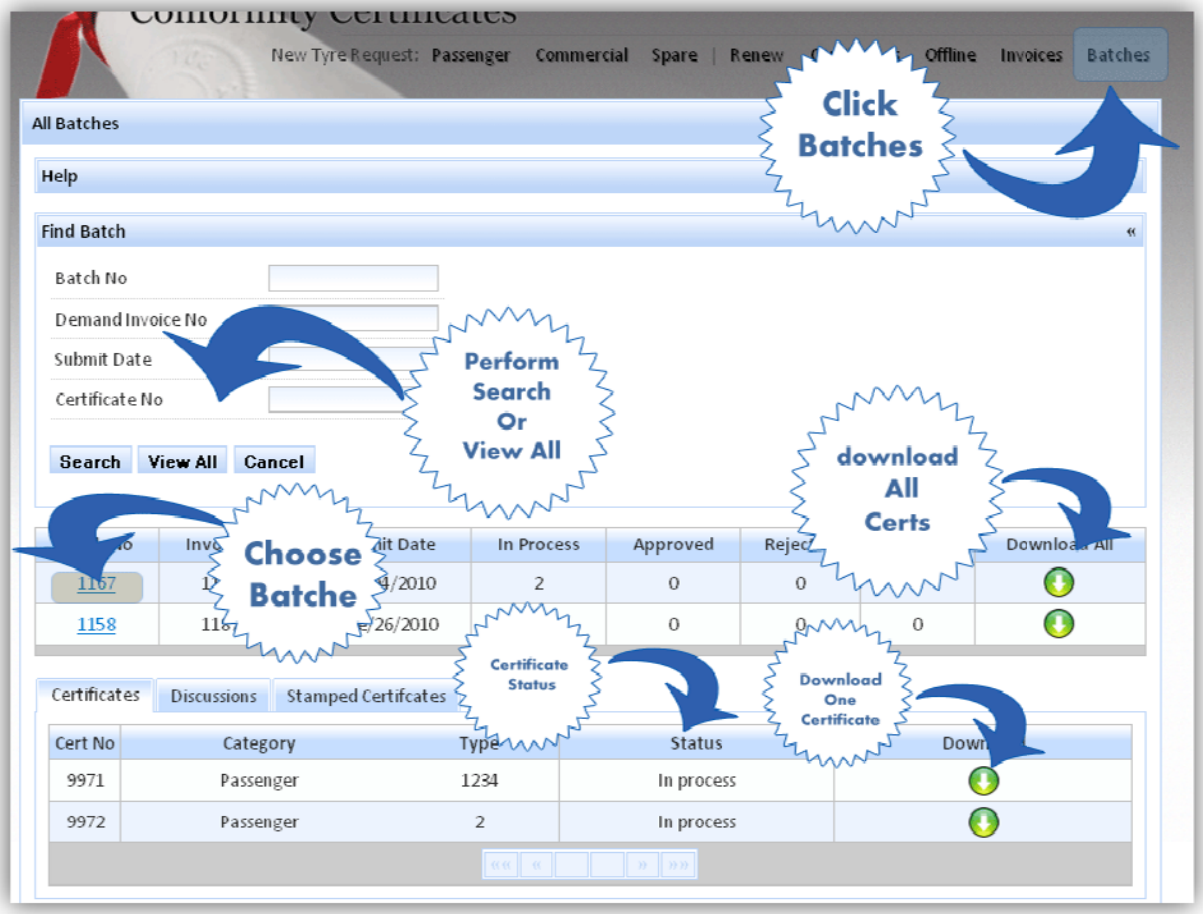
- Click on (Invoices) link
- Choose the invoice (click on the number)
- Complete the payment as the previous steps



The result of all previous steps (batch creation and payment) is a batch creation and the batch will be directly submitted to GSO for processing.

Batches

Batches link contain all Batches submitted to GSO and considered the portal to interact with GSO CAD for any further discussion or inquiries.



The following functions and information could be found using the batches page:

- Search for certain batch / Certificate using the available criteria
- Download All Certificates for a selected batch as one file using the link ( ) Download all
- View Batch Certificates by clicking the batch number
- Add a new Comment (Discussions) TAB for the selected batch to be sent to GSO CAD, this would enable the manufacturer and GSO CAD to communicate and track a certain batch more efficiently.
- Download a specific Certificate by using the link ( ) next to each certificate.
- Download the stamped and signed certificate (stamped by GSO after approval) from the (Stamped Certifcates) TAB, this option would enable the manufacturer to obtain a electronic copy of the certificate.
- The Certificate status could be known from the status column, if the certificate is Rejected, you can view the rejection reason by moving the mouse over the status column and the reason box will popup.

Certificate Delivery

When Certificates are studied and approved by GSO CAD, a notification will be sent from the system to the manufacturer, this notification states the result of the study.

The manufacture would perform the following steps

- Download the certificate from the website (http://eccs.gso.org.sa) link (batches)
- Print the Certificate on the company official letter-head
- Send the Certificate to GSO CAD by the local dealer or the courier

GSO will stamp and sign the approved certificate and send them back by one of the following:

- Contact the local dealer to claim the certificates from GSO head-quarter
- Send the Certificates to the manufacturer by Courier and the manufacturer will afford the charges for shipment.

THANK YOU